

# ROVER TRAINING

MAY 3, 2022 | PRIMARY ELECTION



# OVERVIEW/WHAT'S NEW



# ROVER TRAINING CLASS

## OVERVIEW

Class Time – 2 Hours

- ✓ **Welcome/Overview**
- ✓ **Rover Responsibilities**
- ✓ **COVID-19 precautions**
  - PPE provided
  - Sanitation Official
- ✓ **Duties of the VLM/VLD**
  - Rover/VLM/VLD Relationship
- ✓ **Monday Supply Deliveries**
- ✓ **Monday Afternoon**
  - ✓ Location Binder
- ✓ **Monday Night Organizational Meeting**

# ROVER TRAINING CLASS

## OVERVIEW

Class Time – 2 Hours

- ✓ **Tuesday Morning Tasks (ADA)**
- ✓ **Election Day Duties**
  - ✓ **Curbside**
- ✓ **Tuesday 2pm Reminders**
- ✓ **Post-Election Duties**
- ✓ **Drop Off Information**
- ✓ **Final Items**
  - ✓ **Safety & Security**
- ✓ **Assessment**

# ACRONYMS

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- ✓ PEO – Precinct Election Official
- ✓ VLD – Voting Location Deputy
- ✓ VLM – Voting Location Manager
- ✓ VAT – Voter Assistance Table (i.e. provisional table)
- ✓ EPB – Electronic Pollbook
- ✓ ESO- Election Stand-By Official
- ✓ DS200 – Voting Machine (ballot scanner)
- ✓ QRG – Quick Reference Guide
- ✓ BOE – Board of Elections (election headquarters)
- ✓ ORC – Ohio Revised Code
- ✓ SOS – Secretary of State

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# ROVER RESPONSIBILITIES

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# REPORT TIMES - MONDAY

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- ✓ **11:00 a.m. | Arrive at Zone Station-Deliver Supplies?**
- ✓ **4:00 p.m. | Report to Zone Station**
- ✓ **5:45 p.m. | Report to 1<sup>st</sup> Assigned Polling Location –**

# REPORT TIMES - TUESDAY

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- ✓ **4:30 a.m. | Report to Zone Station – Retrieve polling location supplies**
- ✓ **5:00 a.m. | Report to 1<sup>st</sup> Assigned Polling Location – Election Day**
- ✓ **6:00 p.m. | Report to Zone Station – Drop-Off Assistant Attendance/Training (Drop-Off Captains only)**
- ❖ *Note: Rovers should anticipate working late Tuesday evening. Dismissal will come from BOE management.*



A close-up photograph of two hands wearing blue nitrile gloves. The right hand is holding a small, white, crumpled object, possibly a tissue or a piece of paper. The background is a soft, out-of-focus light blue and white.

# COVID-19 PRECAUTIONS

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# DO'S AND DON'TS

## **Do ...**

- Follow guidelines of the Polling location
- Mask/face covering preferred
- Use good judgment and practice patience – both with your fellow workers and voters.

## **Don't ...**

- Prevent a voter from voting because he/she refuses to wear a mask/face covering. Ask the voter politely to wear one and offer a mask if they do not have one. The voter may vote regardless.
- Temperature checks have been eliminated

# SANITATION OFFICIAL

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This worker will be responsible for the following:

- ✓ Assisting with Monday Night setup, the six-foot spacing of chairs, tables, voting booths, and equipment;
- ✓ Monitoring distribution of PPE at the polling location;
- ✓ Election-day line management within the polling location and; checking for curbside voters outside
- ✓ Sanitizing voting booths, voting machines, pens, tables, and electronic pollbooks throughout the day;

# ARRANGING THE POLLING LOCATION








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Working with the VLM and VLD, the Sanitation Official will lead the set up of the interior of the polling location using:

- ✓ Polling Location Setup Diagram that have been modified for every location to account for proper distancing;
- ✓ Provided doorstops to limit touching of door handles.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## Sanitation Supplies

PPE   SANITATION SUPPLIES		SIDE 1	
PPE   SANITATION SUPPLY BAG			
	PPE   Sanitation Supplies will be found in the large Gray Bag labeled <b>PPE</b> . Larger locations will receive more than one bag.		
PPE   SANITATION SUPPLY BAG CONTENTS AND USE			
	<b>Face Masks</b> – For workers or voters who did not bring their own mask.		<b>Alcohol Spray Bottles</b> – For sanitizing Voting Booths and frequently touched surfaces.
	<b>Alcohol Swabs</b> – Used to wipe Electronic Pollbooks and DS200s as needed.		<b>Gloves</b> – For use when cleaning and disinfecting surfaces throughout the Polling Location.
	<b>Hand Sanitizer</b> – For use when soap and water are not available to sanitize hands.		<b>Paper Bags</b> – To place on the check-in table to collect small trash items.

## Sanitation Supplies

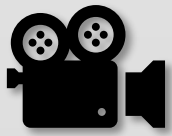
	<b>Safety Vests</b> – For Sanitation Officials.		<b>Ponchos</b> – For Workers that must go outside to assist Curbside Voters.
	<b>Pen Cup</b> – To hold clean pens.		<b>Door Stops</b> – To decrease amount of door handles that need to be touched.
	<b>Trash Can &amp; Trash Can Liners</b> – Provided to allow poll workers the ability to easily dispose of trash		<b>Disposable Gown</b> – Provided for additional protection for workers encountering a voter with symptoms of illness.
<b>ADDITIONAL ITEMS PROVIDED TO EACH POLLING LOCATION</b>			
	<b>Sneeze Guard</b> – To be placed at each check-in station.		
<b>ADDITIONAL ITEMS AVAILABLE – CALL THE ELECTION OFFICIAL HOTLINE 216-443-3277 TO REQUEST</b>			

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# VLM/VLD DUTIES

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# “A DAY IN THE LIFE OF” A VLM/VLD





# VLM & VLD SHARED DUTIES

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- ✓ Compensation \$275
- ✓ VLM and VLD are a **Management Team**
- ✓ Their primary function is to ensure that the Election Process is handled in an orderly, professional and lawful manner
- ✓ Serve as a technical resource and resolve issues and troubleshoot election equipment
- ✓ Set up the location based on the Polling Location Setup Diagram



# SHARED DUTIES

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- ✓ Manage and guide Election Officials in the polling location on Monday and Tuesday.
- ✓ Assist with the set up of the AutoMARK
- ✓ Assign workers to specific teams/assignments, schedule breaks and lunches
- ✓ Take Election Day supplies to assigned Drop-Off Location

Continued ...

# VLM DUTIES

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- ✓ The primary contact person for the BOE and make the five (5) Mandatory Calls (*VLM can pass this assignment to the VLD as needed*)
- ✓ Unlock the Transport Cart and ensure the correct supplies have been delivered
- ✓ VLM is more of an observation/floating role since VLD will still be assigned to the Voter Assistance Table (VAT)

# VLM DUTIES

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- ✓ Read the Oath of Office-signatures in payroll module
- ✓ Review with poll workers any alerts or notices
- ✓ Ensure the Official Precinct Voter Registration List is posted Tuesday morning
- ✓ Opposite political party of VLD

Continued ...

# VLD DUTIES

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- ✓ Lead Voter Assistance Table (VAT) Official
- ✓ Manage Polling Location and run Monday Night Organizational Meeting if VLM is absent
- ✓ Opposite political party of the VLM

# ROVER & VLM/VLD RELATIONSHIP

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- ✓ VLM/VLD and Rover work as a TEAM
- ✓ VLM/VLD responsible for inside of voting location, Rover outside
- ✓ Rover checks to make sure BOE cell phone is on
- ✓ Rover is a HANDS-OFF position
- ✓ Rover is NOT trained to troubleshoot equipment
- ✓ Rover verifies Location Diagram followed
- ✓ Rover will arrive around 2 p.m. on Tuesday to prepare VLM/VLD for closing procedures

# VLM/VLD CHECKLIST

Monday Night,  
Tuesday Morning &  
Tuesday Closing

Packed inside the  
**Green** Supply Bag

## VLM/VLD CHECKLIST

### MONDAY NIGHT (65 Minutes)

Remove the BOE Cell Phone from the Clear Plastic Envelope in the **Green** Supply Bag, power it on and ensure the ringer volume is turned up. (2 Minutes)



**Mandatory Call #1 | Monday Night Arrival Call | 6:00 PM | 216-443-3277**

Inventory **Green** Supply Bag. (5 Minutes)

✓ **Yellow** VAT Folder  
(Place on Voter Assistance Table)

✓ Paper Pollbook Backup Pack

(KEEP IN **GREEN** SUPPLY BAG! Do Not Open unless all EPBs are not operational on Election Day)

✓ **Green** Update Folder

(Items remain inside folder until Election Day)

✓ EPB Passwords

✓ Observer Packet

✓ Precinct Voter List (1 per precinct)

✓ Post-Election Pack-Up List

✓ Drop-Off Location Information Sheet

Take attendance with the Election Official roster/Payroll Card from the **Green** Update Folder. (5 minutes)

✓ Check present (Monday) if the worker is present

✓ Check No Show if a worker is not present

One EPBs are unpacked, remember to have all workers Clock-in on an EPB

Call the BOE to report any missing workers or workers who are present but do not appear on your roster. (3 Minutes)

Assign PEOs to Teams. (5 Minutes)

✓ Supply Team | Voting Booths, Tables, **Blue** Location Supply Bag

✓ Ballot Team | **Red** and Gray Ballot Boxes

✓ EPB Team | Electronic Pollbooks (EPBs) and Printers

✓ Scanner Team | DS200 Ballot Scanners

Distribute supplies from the **Green** Update Folder and Clear Plastic Envelope. (10 Minutes)

✓ Security Records

o Location Security Record – Supply Team | EPB Team

o Ballot Security Record – Ballot Team

o DS200 Security Record (1 per DS200) – Scanner Team

✓ Candidate Withdrawal Notice (if applicable) – Supply Team

✓ DS200 **Pink** and **Green** Keys on Lanyard – Scanner Team

Review Location Setup Diagram with all Election Officials. (5 Minutes)

Release teams to set up Polling Location.

2 people set up the AutoMARK. (Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.) (10 Minutes)

### FINAL MONDAY REVIEW (10 Minutes)

Ensure location set up according to Location Setup Diagram. Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram. Any changes must be approved by the Board of Elections.

Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be **GREEN**).



**Confirm the Absentee Supplemental Files have successfully downloaded on each EPB.**

Ensure all workers **Clock-in** using the payroll module on any EPB.

Make sure Supply Team and Ballot Team have inventoried supplies.

Verify Security Records are completed and all DS200 are plugged into a power source.

If a PEO other than the VLD will accompany you to the Drop-Off Location on Election Night, report this name to the BOE operator during the Monday Night Set-Up and Ready Call.



**Mandatory Call #2 | Monday Night Set-Up and Ready Call | 216-443-3277**

**NOTE:** VLMs that fail to place mandatory calls to the BOE during the Monday Night Meeting and on Election Day or do not answer incoming calls from the BOE will have their pay docked for failure to complete required duties.

# MANDATORY CALLS TO THE BOARD OF ELECTIONS

## RESPONSIBILITY OF VLM

Board of Elections:  
(216) 443-3277

### Mandatory Calls to the Board of Elections



The Voting Location Manager (VLM) makes ALL Mandatory Calls to the Board of Elections. In the absence of a VLM, the Voting Location Deputy (VLD) will make the calls.

**Note:** These mandatory calls MUST BE MADE ON TIME!

	Time	Reports
<input type="checkbox"/>	<b>Monday Night</b> 6:00 p.m.	<b>Arrival:</b> This call is to inform the Board of Elections that you could get into your polling location to set up and begin your Monday Night Organizational Meeting.
<input type="checkbox"/>	<b>Monday Night</b>	<b>Set Up and Ready:</b> This call is to inform the Board of Elections that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the WiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving.  If there were any problems (such as missing supplies or missing workers) please report them at this time.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:00 a.m. – 5:30 a.m.	<b>Arrival:</b> This call must be made immediately upon entering the Polling Location to report your attendance to the Board of Elections. If you have not reported by 5:30 a.m., a replacement VLM will be dispatched immediately.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:00 a.m. – 6:15 a.m.	<b>Open and Ready:</b> This call verifies that all Electronic Pollbooks and MiFi Hotspot are plugged in and powered on, ballots have been placed on the Ballot Table(s), and that the Red/Gray Ballot Boxes have been resealed.  <b>Note:</b> You MUST set up and open the polls on all DS200s before 6:15 a.m. but can make your Open and Ready call as soon as you have EPBs, Ballots, Red/Gray Ballot Boxes and ONE DS200 set up and ready.
<input type="checkbox"/>	<b>Tuesday Evening</b> 8:00 p.m. – 8:30 p.m.	<b>Closed Poll Report:</b> This call is to be made immediately upon the departure of the Voting Location Manager and Voting Location Deputy for the Drop-Off Location. It is also to report a normal and orderly closing of the Polling Location.

Revised 02.01.18

# POLLING LOCATION SETUP DIAGRAM

## LOCATION SETUP DIAGRAM

WYLIE ATHLETIC CENTER AT  
MAPLE HEIGHTS HIGH SCHOOL  
Voting Room: Gymnasium

### Notes:

- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
- Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
- Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election Night.

### ROVER VERIFICATION:

Is the location set up according to this diagram?

\_\_\_\_ YES \_\_\_\_ NO\*

\*If the location is not set up according to this diagram, please mark changes.

Rover Signature: \_\_\_\_\_

### Key:

VOTER



VOTING BOOTH



DS200 SCANNER



ELECTRONIC POLLBOOK



MIFI HOTSPOT



AutoMARK VOTING UNIT



ELECTRICAL OUTLET



BALLOT RACK



### 11 Precincts Assigned:

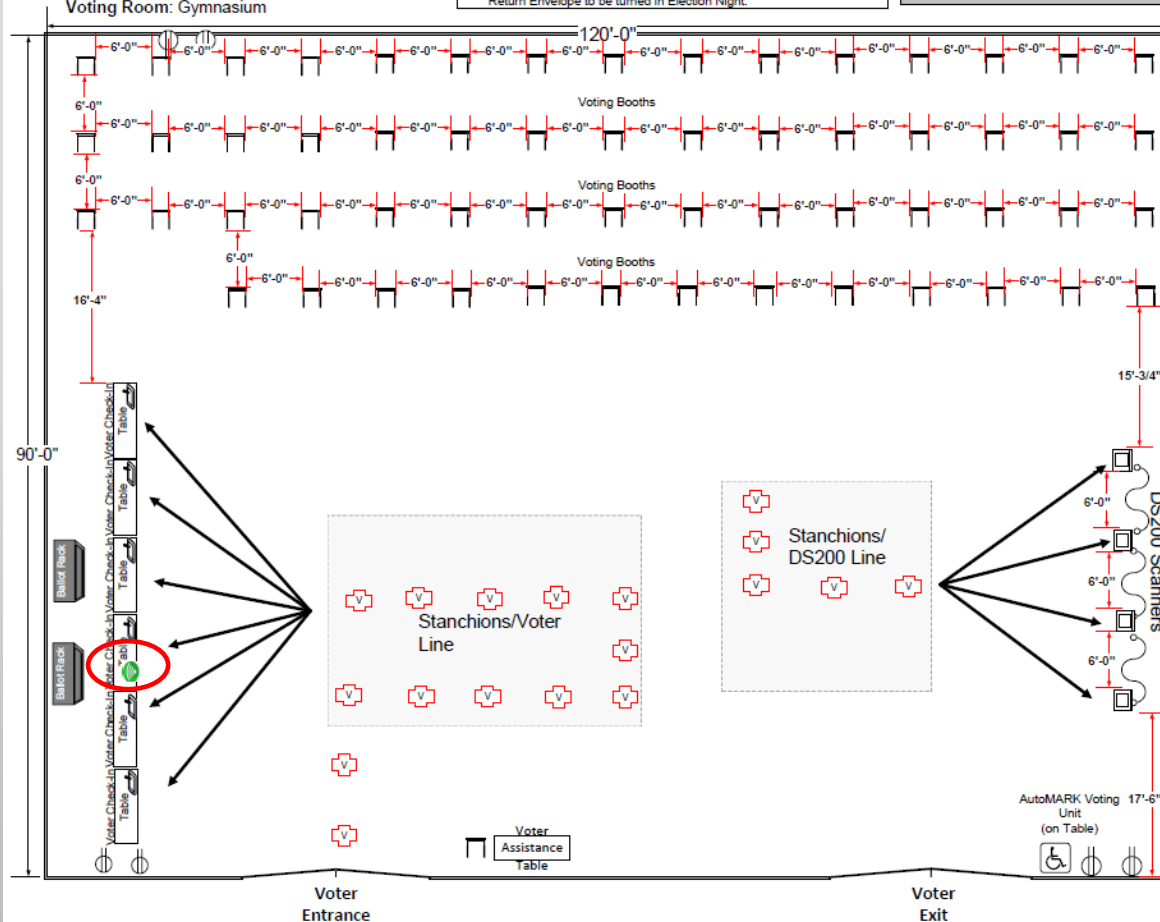
MAPLE HEIGHTS 03-B  
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MAPLE HEIGHTS 06-A  
MAPLE HEIGHTS 06-B  
MAPLE HEIGHTS 07-A  
MAPLE HEIGHTS 07-B  
MAPLE HEIGHTS 07-C

### Staff and Equipment:

59- Voting Booths  
4 - DS200 Scanners  
6 - Electronic Pollbooks  
1 - MiFi Hotspots  
1 - AutoMARK Voting Unit

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ABSENTEE ROUTE  
#309





# VAT TEAM

- Set up Voter Assistance Tables and voting booth. Ensure all supplies are on the table(s)
- Depending on the size of the location, you may have multiple provisional tables. Staff accordingly.
  - ❖ 1-4 precincts has one (1) table
  - ❖ 5-8 precincts has two (2) tables
  - ❖ 9-12 precincts has three (3) tables

# PINK MEMO SHEET

## Pink Memo Sheet

CUYAHOGA COUNTY BOARD OF ELECTIONS

WOODMERE TOWN HALL  
AUGUST 3, 2021 SPECIAL CONGRESSIONAL PRIMARY ELECTION

Instructions:

- Document unusual issues and problems that occur during Election Day. Include facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents for post-election investigation and follow-up.
- Report Election Official complaints and suggestions to 216-443-3277 or the Post-Election Survey.

Issue Type: ☐ Voting Equipment Issues ☐ Provisional Voter ☐ Location & Supplies ☐ Voter Incident  
Include voters name when possible.

Issue Details:

VLM/PEO Initials \_\_\_\_\_

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WOODMERE TOWN HALL

#-#

PINK MEMO | PRINT CLEARLY

## Copies for Check-In/VAT Table

- ✓ **Pink Memo** - Intended to document unusual issues and problems.
- ✓ Facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents must be documented

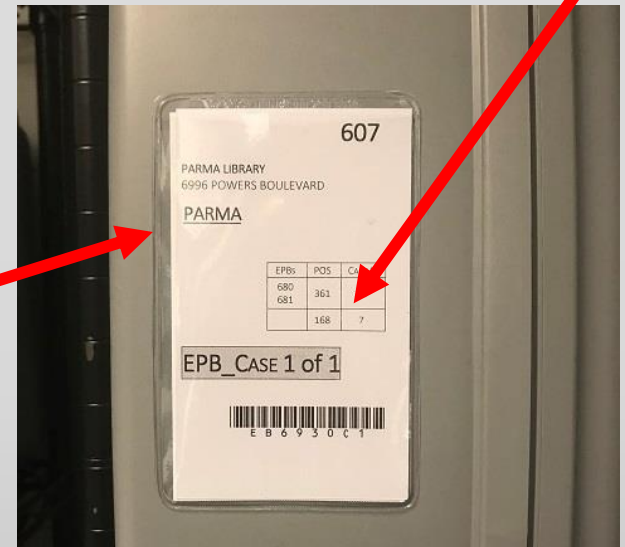
# QUESTIONS?

# MONDAY GREEN BAG, EPB & PPE DELIVERY

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# GREEN BAG(S) AND EPBs



Be sure to check label on the side of each EPB Transport Case to ensure you have the correct Case(s)

# PPE SUPPLIES



- ✓ Some locations may have multiple items (ex. more than one sneeze guard, PPE bag, etc.)

# VERIFY SUPPLIES PROPERLY DELIVERED

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- ✓ At each delivery the Rover will look at the Green Bag(s) and each EPB and literally read the full name out loud on each tag before locking the items to the cart to ensure no incorrect deliveries are made.
- ✓ Rovers should also refer to the EPB Case X of X and Green Bag handle tag to ensure all EPBs for a location are delivered.

# GREEN BAG/EPB DELIVERY STEPS

**Arrive** at Zone Station **by 11:00 a.m.**

- ✓ Sign-in upon arrival at Zone Station

**Zone Captain will:**

- ✓ Assign Green Bag/EPB Delivery Route
- ✓ Pass out Monday Delivery Verification Forms for your assigned locations and corresponding Green Bag(s)/EPBs
- ✓ Assign new voting location signs to be set up at old voting locations and photographed
- ✓ Distribute assigned Green Bag(s)/EPBs
  - Verify the Polling Location name on the EPB Transport Case(s) labels matches the Polling Location you are delivering the equipment as well as the label on the **Green** Supply Bag



# BEFORE LEAVING THE ZONE STATION

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- ✓ Determine your driving route using the Zone Station Map and/or other devices.
- ✓ **Call ahead** to see if the location is open and arrange a time to meet the owner/custodian.
- ✓ Sometimes the Transport Cart has been relocated at the facility

# UPON ARRIVAL AT POLLING LOCATIONS

- ✓ Identify yourselves as Election Day Rovers from the Board of Elections.
- ✓ Verify the Polling Location name on the **GREEN** Bag labels match the Monday Green Bag Delivery Verification Forms.
- ✓ Locate the Election Equipment – Transport Cart
  - ❖ The owner/custodian in charge at each location will direct you to the area where the voting equipment is stored.

continued ...



***Note: Ballot Boxes can be extremely heavy***

# UPON ARRIVAL AT POLLING LOCATIONS

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- ✓ Red/Gray Ballot Boxes will be found on the Transport Cart (already cable locked).
- ✓ Unlock cable lock provided by your Zone Station, feed the cable lock through the handles of the **GREEN** Bag and EPB Transport Cases, then re-lock. When complete, there will be two cable locks securing items on the Transport Cart.
- ✓ Inspect the Election Equipment, then complete and sign the **Monday Green Bag Delivery Verification Form**.

# MONDAY DELIVERY VERIFICATION FORM

ITEM	QUANTITY	VERIFY CORRECT POLLING LOCATION ID	✓
Green Supply Bag	1	CLAGUE CABIN	
Red Ballot Box	1	WESTLAKE -01-A	
Gray Ballot Box(es)	2	WESTLAKE -01-B    WESTLAKE -01-C	
Voting Booths	19	N/A	
AutoMark	1	CLAGUE CABIN	
Electronic Pollbook Case(s)	1	CLAGUE CABIN 1 OF 1	
DS200 Scanners	3	CLAGUE CABIN 1/3 , 2/3, 3/3	
Table Top Voting Booths	5	N/A	

- ✓ Verify correct Polling Location and Precinct Information on the supply/equipment labels
- ✓ Inventory items for correct quantities
- ✓ Inspect all equipment - no visible damage
  - ❖ Record any problems on Monday Equipment Verification Forms

# DAMAGED/TAMPERED/MISDELIVERED EQUIPMENT?

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- ✓ Call the Zone Station
- ✓ Ask to speak with Zone Captain
- ✓ **Do Not Leave the Location** without instructions
- ✓ Record observations on Monday Delivery Verification Form
- ✓ Include time and nature of damage or tampering

# WHAT IF YOU CAN'T GET INSIDE?

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- ✓ Find another entrance
- ✓ Contact the location
- ✓ Call your Zone Captain
- ✓ Record any problems on the Monday Equipment Verification Form
- ✓ Proceed to the next location

# ONCE DELIVERY ROUNDS ARE COMPLETED

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- ✓ Return to deliver any **GREEN** Bags/EPBs you may not have been able to drop off earlier on your route.
  - ❖ If you are unable to deliver a **GREEN** Bag/EPBs, they **MUST** be delivered promptly to the Polling Location by 6:00 p.m. for the Monday Night Organizational Meeting.
- ✓ Return to the Zone Station to be released until **reporting at 4:00 p.m. for the Monday Afternoon Zone Station Arrival.**

# VOTING LOCATION CHANGE SIGNS



- ✓ Rovers ***not assigned to Green Bag/EPB***  
***Delivery*** must post Voting Location Change Signs  
Monday morning

Continued ...



# VOTING LOCATION CHANGE SIGNS

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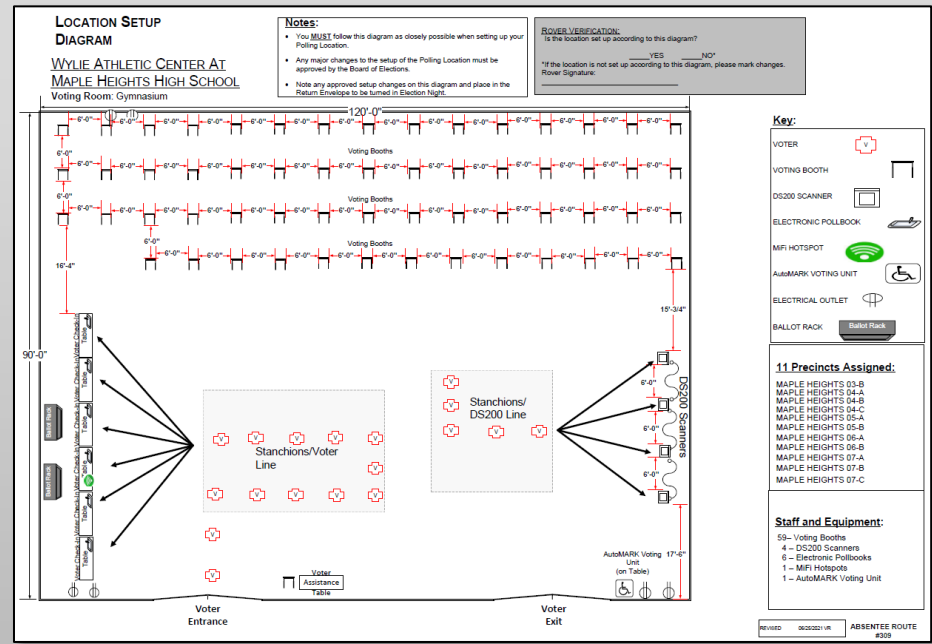
1. Rovers will attach a sign to the door
2. Rovers will place TWO yard signs. The third yard sign will be kept at Zone Station.
3. Rovers will take photos of each sign, with the image including enough detail of the location that it can be easily identified (**3 photos total**)
4. Signs remain in place Monday/Tuesday and ***must be removed/returned to the Zone Station Tuesday night***

# VOTING LOCATION CHANGE SIGNS

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5. Zone Captains will assign Rovers to spot check signs throughout Election Day (typically at 6:30 a.m., 12:30 and 4:30 p.m.). The Rover will notify Zone Captain if signs are removed.
6. Zone Captain will upload the THREE photos for each location to Google Photo Album

# MONDAY AFTERNOON ASSIGNMENTS



# MONDAY AFTERNOON | ZONE STATION

- ✓ **Report back** to your Zone Station **at 4:00 p.m.**
  - ❖ Sign in.
- ✓ Your Zone Captain will provide all assignments:
  - ❖ Polling Location Assignment
  - ❖ Zone Station Assignment
    - Phones/Logs/Issue Tracking
    - Equipment Replacement Team
  - ❖ Post-election Drop-Off Assignment | Drop-Off Assistant
  - ❖ Equipment Retrieval Team (if assigned)

# MONDAY AFTERNOON | ZONE STATION

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## The Zone Captain will:

- ✓ Provide you a Rover Binder for each assigned Polling Location;
- ✓ Job Briefing/Training Review;
  - ❖ Updates/Changes in procedures since training,
  - ❖ Review of mandatory calls, forms, and checklists; and
- ✓ Review contact procedures
  - ❖ Election Response Team (216) 443-3277
  - ❖ Zone Station (Numbers will be provided)

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# MONDAY NIGHT

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# MONDAY NIGHT BASICS VLM/VLD's

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- ✓ Required attendance; arrive by 6 p.m.
- ✓ Verify all supplies are present
- ✓ Set-up equipment
- ✓ VLM/VLD delegates tasks typically to teams of (2)

# POLLING LOCATION SETUP DIAGRAM

## LOCATION SETUP DIAGRAM

WYLIE ATHLETIC CENTER AT  
MAPLE HEIGHTS HIGH SCHOOL  
Voting Room: Gymnasium

### Notes:

- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
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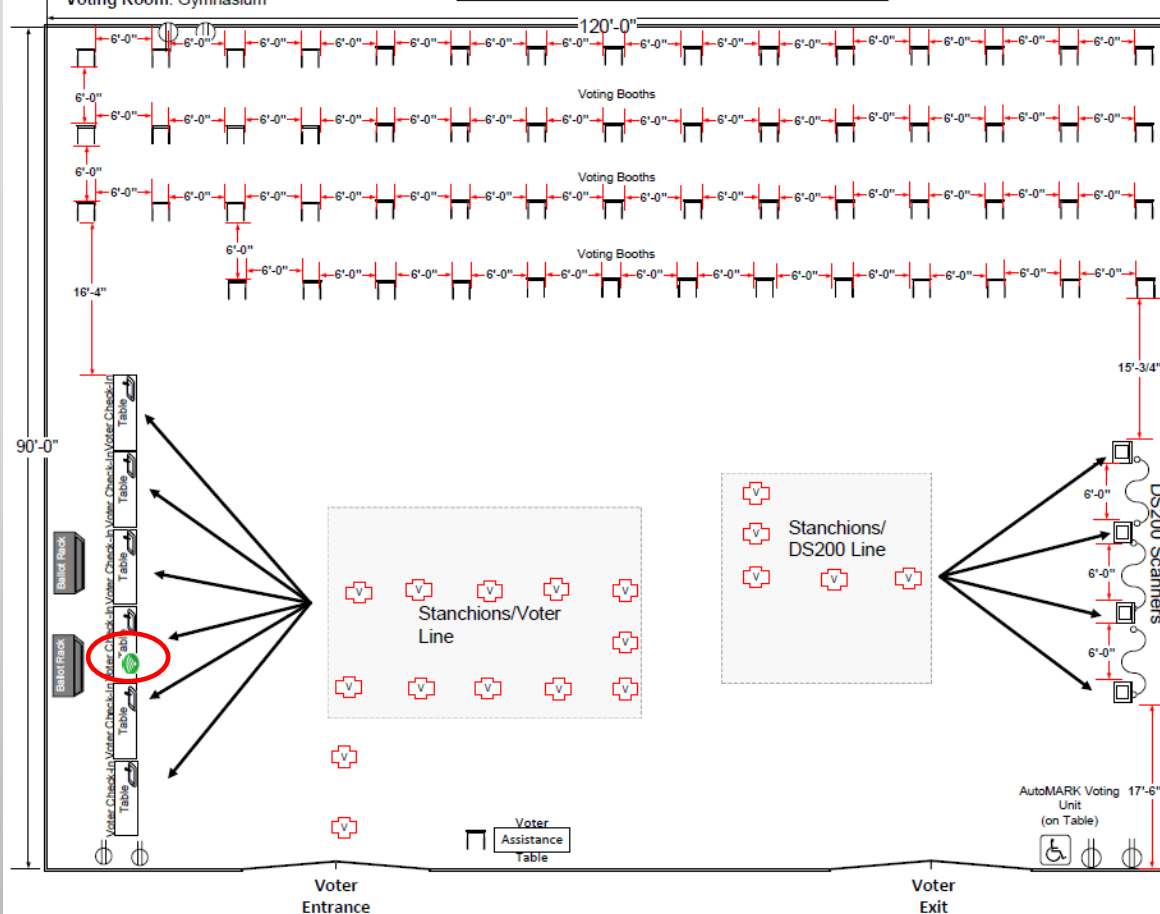
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Is the location set up according to this diagram?

\_\_\_\_ YES \_\_\_\_ NO\*

\*If the location is not set up according to this diagram, please mark changes.

Rover Signature: \_\_\_\_\_



### Key:

VOTER



VOTING BOOTH



DS200 SCANNER



ELECTRONIC POLLBOOK



MI-FI HOTSPOT



AutoMARK VOTING UNIT



ELECTRICAL OUTLET



BALLOT RACK



### 11 Precincts Assigned:

MAPLE HEIGHTS 03-B  
MAPLE HEIGHTS 04-A  
MAPLE HEIGHTS 04-B  
MAPLE HEIGHTS 04-C  
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### Staff and Equipment:

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ABSENTEE ROUTE

#309



# QUESTIONS?

# 10-MINUTE BREAK

# ROVER BINDER

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- ✓ One per Polling Location
- ✓ Contains all information and checklists needed for Election Day assignment

# ROVER BINDER

## Cover Page

### ELECTION DAY ROVERS | LOCATION BINDER



#### Report Times

*Monday, August 2, 2021*

11:00 AM | Report to Zone Station | Green Bag Deliveries

4:00 PM | Report to Zone Station | Election Assignments

5:45 PM | Report to 1<sup>st</sup> Assigned Polling Location

*Tuesday, August 3, 2021 (SPECIAL PRIMARY)*

4:30 AM | Report to Zone Station | Retrieve Polling Location Supplies

5:00 AM | Report to 1<sup>st</sup> Assigned Polling Location

2:00 PM | Report to Each Assigned Polling Location to Distribute Closing Reminder  
Packets to VLMs

6:00 PM | Report to Zone Station (Drop-Off Captains Only) | Drop-Off Assistant  
Attendance and Training

ARBOR ELEMENTARY SCHOOL  
20400 ARBOR AVENUE  
EUCLID, OH 44123

# ROVER BINDER

## Mandatory Calls



The Rover must place four (4) Mandatory Calls to his/her assigned Zone Station for each assigned Polling Location. The phone number for your assigned Zone Station is located on the Polling Location Information Sheet in your Location Binder.

**Note:** These mandatory calls MUST BE MADE ON TIME!

	Time	Reports
<input type="checkbox"/>	<b>Monday Night</b> 5:45 p.m.	<b>Arrival:</b> This call is to inform the Zone Station that your assigned Polling Location is open and Precinct Election Officials have arrived.
<input type="checkbox"/>	<b>Monday Night</b>	<b>Set up and Ready:</b> This call is to inform the Zone Station that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the MiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:00 a.m.	<b>Arrival:</b> This call is to inform the Zone Station that the Polling Location is unlocked and open. This call must be made immediately after confirming both the exterior and interior entrances to your assigned Polling Location are open.
<input type="checkbox"/>	<b>Tuesday Morning</b> 5:30 a.m. – 6:15 a.m.	<p><b>Open and Ready:</b> This call is to inform the Zone Station that the Polling Location is ready for voting.</p> <p>Electronic Pollbooks and MiFi Hotspots are plugged in and powered on, ballots have been placed on the Ballot Table(s), and the DS200 Scanners are set up and ready for voting.</p> <p><b>Note:</b> The PEOs MUST set up and open the polls on all EPBs and DS200s no later than 6:15 a.m.</p>

**NOTE:** Make all mandatory calls as soon as information is available, even if it is before the required deadline.

# ROVER BINDER

## Polling Location Information Sheet

1651

POLLING LOCATION INFORMATION SHEET  
CLAGUE CABIN  
1500 CLAGUE ROAD  
WESTLAKE

Zone 1  
ABS Route # 1

Zone Captain Name: David Hughes

Zone Captain Phone Number: (216) 325-4806

Zone Station Phone Numbers: (216) 325-2269  
(216) 325-2293  
(216) 325-2253

VLM Cell Phone Number: (216) 325-4094

Election Response Team Phone Number: (216) 443-3277

Location Entrance: Southwest entrance rear of building

Voting Equipment Storage Location: Gym storage room to the right of the stage

ADA Arrangements:

Southwest entrance - rear of building is accessible. Need two (2) 1" threshold ramps. Need two (2) yard signs at main entrance directing to accessible entrance.

Conflicts:

Special Instructions (If Applicable):

Set up in current space to the left of the access aisle in row along building to the right of entrance. Create another space to the right of access aisle.

Drop-Off Location This Polling Location Reports To:

# 1

Collinwood High School  
15210 St. Clair Avenue

# ROVER BINDER

## Rover Log Sheets

### Rover Log | Issue Tracking and Resolution

Polling Location Name: CLAGUE CABIN

Election Date: March 17, 2020

Rover Name (PRINT neatly): \_\_\_\_\_

Brief Description of Issue:

Resolved (circle one): YES NO

Brief Description of Issue:

Resolved (circle one): YES NO

Brief Description of Issue:

Resolved (circle one): YES NO

Revised: 02.03.20

**Abs Rt #704**

# ROVER BINDER

## Rover Log Sheets

Any problems or issues you have during your rounds should be recorded on your Rover Log.

- ✓ Record all incidents
  - ❖ Campaigner violations
  - ❖ Equipment and supply replacement
  - ❖ Personnel problems
  - ❖ Procedural issues
- ✓ Fill out completely
- ✓ Print legibly
- ✓ Call Election Response Team



# ROVER BINDER

## ADA Checklist

### Rover ADA Checklist –March 17, 2020 Primary Election

Polling Location: CLAGUE CABIN

City: WESTLAKE

- Check off each item below once it is set up at the polling location.
- You must ensure all ADA signs remain in place until the polls close Election night.
- Make several visits to this location. Document the time of day during each visit to the location to ensure the ADA signs remain in place throughout Election Day. **Be sure to include AM or PM.**
- Make any necessary comments on this checklist.
- Remove all ADA signage at the close of polls. Anything obtained from the transport cart should be returned to the transport cart. All other signage and cones should be returned to the zone station.

This polling location requires 3 ADA parking space(s) based on Secretary of State ADA Guidelines.

Existing space(s): 3

The following ADA materials are needed for this polling location:

Located on transport cart inside polling location:

- ☐ Total Bi-lingual ADA Van Signs with Post: 0
- ☐ Total Bi-lingual ADA Signs with Post: 0
- ☐ Total ADA Directional Yard Signs Needed: 0
- ☐ Extra "Vote Here" Signs Needed: 4
- ☐ Extra "No Campaigning" Yard Signs: 0

Located in Location Binder:

- ☐ Total Bi-lingual Van Sign Attachments: 1
- ☐ Total Bi-lingual \$250 Fine Sign Attachments: 3
- ☐ Alternate ADA Entrance Signs Needed: No

Located at Zone Station:

- ☐ Total Cones: 0
- ☐ Carpet Mat:
- ☐ Threshold:
- ☐ Portable Ramp: False

Time Set Up	
Election Morning	
Time Checked	
Time Checked	
Time Checked	
Time Checked	
Time Checked	

Parking Area to be used for setting up ADA Parking (if indicated): Southside of building

Instructions: Attach fine attachments to all signs and van attachment to existing van sign.

By signing below, I confirm all ADA equipment is in place at the location listed above. I also verify the times identified on this checklist to be true.

\_\_\_\_\_  
Rover Name (Please Print)

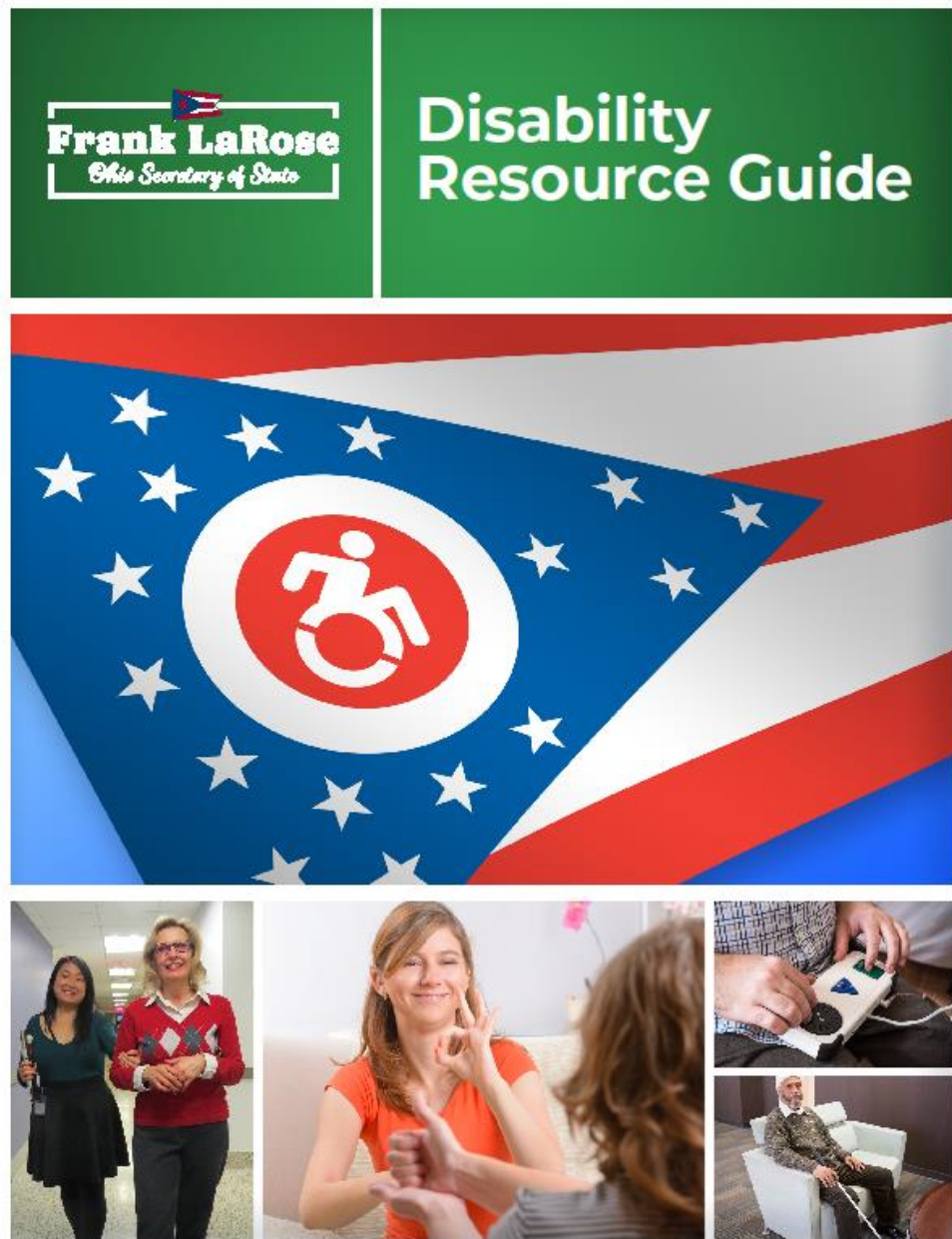
\_\_\_\_\_  
Signature

Zone: 7

ABS # 704

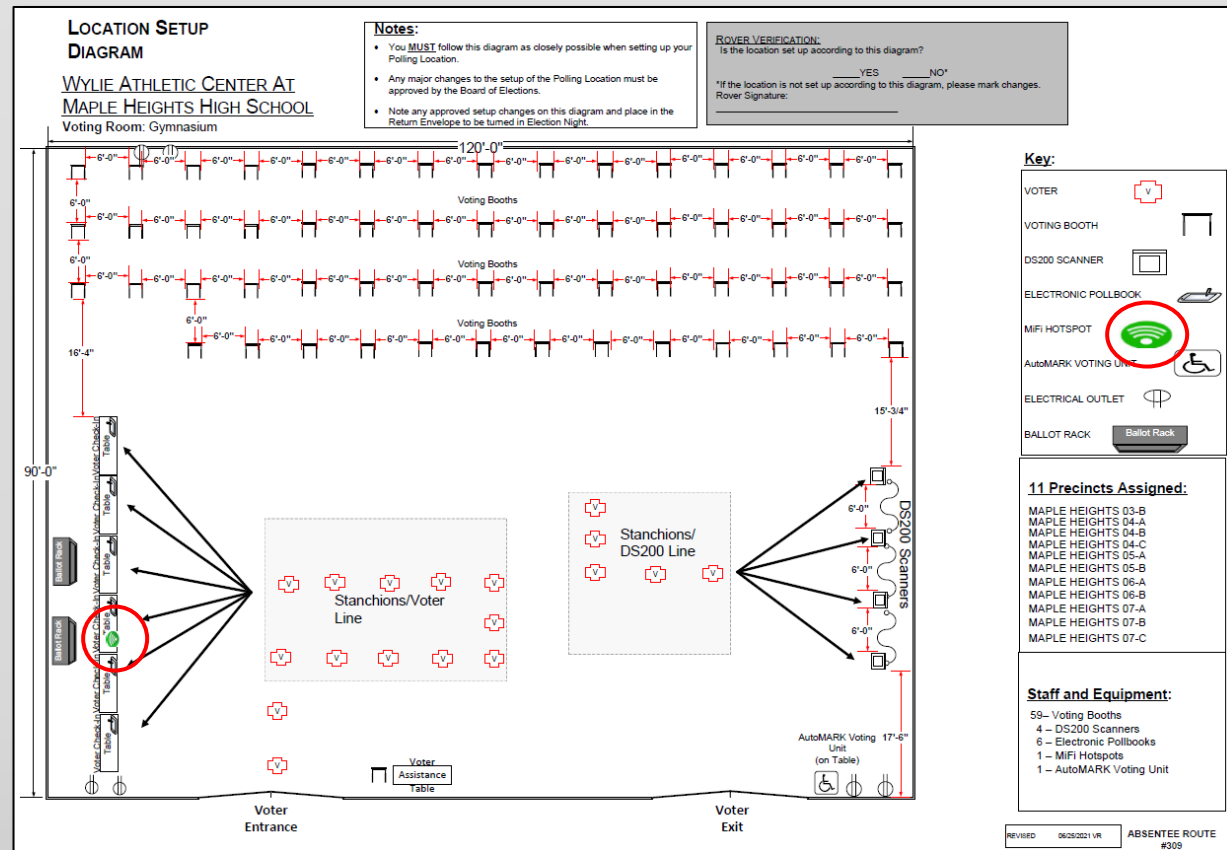
# ROVER BINDER

## Disability Resource Guide



# ROVER BINDER

## Location Setup Diagram



- ✓ **IMPORTANT:** MiFi Hotspot cannot be moved without reporting to the BOE.
- ✓ A change to the Diagram **MUST** be initiated by the VLM and a change can only come **AFTER** approval from the BOE. Only sign off on a change to the Diagram if approved by the BOE.

# ROVER BINDER

## Monday Night Organizational Meeting | First Round Tasks

### ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST




Report to your assigned Zone Station at 4:00 P.M. to sign attendance log and receive your Polling Location assignments and corresponding Location Binders.

**NOTE:** You will receive a binder for each of your assigned Polling Locations.

#### Monday Night Organizational Meeting

The Monday Night Organizational Meeting is held from 6:00 p.m. until 8:00 p.m. It provides Precinct Election Officials (PEOs) with an opportunity to inventory their election supplies and prepare the Polling Location for voting on Election Day. This includes setting up tables, voting booths, Electronic Pollbooks, DS200 Scanners and AutoMARK voting units.





#### First Round Tasks

1		Arrive at your first assigned Polling Location by 5:45 PM.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location during the Monday morning delivery, make that your first stop!
2		Confirm the door to the building and the voting area is unlocked/open.
		If the location is not open by 5:45 p.m., inform your Zone Captain of the situation immediately during your mandatory call. Record the incident on the Rover Log.
3		Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM) if they are present. <ul style="list-style-type: none"> <li>• Make sure you are wearing your BOE Identification and that it is visible at all times.</li> <li>• Do not touch any voting equipment without the knowledge and permission of the VLM.</li> </ul>
4		Verify the PEOs have access to the Transport Cart and Voting Area.
5		<b><u>MANDATORY CALL: Monday Night Arrival</u></b> Place your Monday Night Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open.
6		Proceed to your next assigned Polling Location. Repeat steps 1-5.

# ROVER BINDER

## Monday Night Organizational Meeting | Second Round Tasks

### ROVER | MONDAY NIGHT ORGANIZATIONAL MEETING CHECKLIST

Second Round Tasks		
1		Return to your first Polling Location.
2		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
3		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
4		Verify the voting room is set up according to the Location Setup Diagram provided in the Location Binder. If the Polling Location has not started the set up yet, you can return at a later time to verify the Location Setup Diagram after checking other assigned location to verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Monday Night Arrival Call to the BOE.
		The Polling Location <b>MUST</b> be set up exactly as shown on the diagram, especially the MiFi Hotspot. <b>NO EXCEPTIONS.</b> If the VLM refuses to follow Location Setup Diagram, notify the Election Response Team immediately and inform your Zone Captain of the situation. Record the incident on a Rover Log.
		If you are not able to verify the Location Setup Diagram because your assigned location has completed their Monday Night Organizational Meeting and left for the night, verify the Location Setup Diagram after your first Mandatory Call on Tuesday Morning.
5		Record any additional supplies needed from the Zone Stations for Election Day (extension cords, surge protectors, etc.).
6		Once the Polling Location has been set up correctly, sign the bottom of the Location Setup Diagram in your Location Binder in the space provided.
7		<b>MANDATORY CALL: <i>Monday Night Set Up and Ready</i></b> Call your Zone Station to report the location is ready for Tuesday's Election.
8		Proceed to your next assigned polling location. <b>Repeat steps 2 – 8.</b>
9		When all assigned Polling Locations are set up and ready, report back to your Zone Station to gather Election Day equipment and be released for the evening.

# ABSENTEE SUPPLEMENTAL LIST

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- ✓ Sent electronically and securely through the MiFi device to all EPBs on Monday night.
- ✓ Check with the VLM/VLD on Monday night to confirm that the Absentee Supplemental List was successfully downloaded.
- ✓ Printed copy of the Absentee Supplemental List can be generated at the Zone Station but **WILL ONLY BE DONE** if there's a problem sending the Absentee list electronically.
- ✓ In this scenario, a **Rover** would take the printed Supplemental List out to the polling location, most likely first thing Tuesday morning.

# ROVER BINDER

## Monday Night Zone Station Checklist

### ROVER | MONDAY NIGHT ZONE STATION CHECKLIST

Once all assigned Polling Locations have completed their Monday Night Organizational Meetings, return to your Zone Station and prepare your supplies for Election Day.

1		Review the ADA Checklists in your Location Binders and gather all supplies needed for Election Day. Sign attachments can be found in your binder along with clips. ADA Directional Arrows are also in your binder and may be posted at the location using blue painters tape found in the BLUE Location Supply Bag. Full ADA setups and yard signs are found on the transport cart at each polling location as needed. Cones are located at your assigned zone station.
2		Identify any items or supplies recorded on your Rover Logs or otherwise requested during the Monday Night Organizational Meeting that must be taken to the Polling Locations on Election morning.
3		Place your Election Day supplies, including your Location Binders, where they will be easily accessible when you arrive at the Zone Station in the morning at 4:30 a.m. to allow for a quick departure to your first assigned Polling Location.
		All Rovers at your Zone Station will be released together by the Zone Captain.
4		Sign the attendance log before leaving the Zone Station.

# QUESTIONS?




# TUESDAY MORNING



# ROVER BINDER

## Tuesday Arrival Zone Station Checklist

**NEW!** Arrive at 4:30 a.m. to your Zone Station on Tuesday morning.

ROVER   TUESDAY ARRIVAL ZONE STATION CHECKLIST		
You must report to your assigned Zone Station <u>by 4:30 a.m.</u>		
1		Sign the attendance log.
2		Make sure your Rover Cell Phone (or personal cell phone) is on. You must be available at ALL times.
3		Double check that you have all equipment/supplies you will need for Election Day.
		All Location Binders for your route.
		Any items identified on your Rover Logs or otherwise requested during the Monday Night Organizational Meeting.
		Any ADA equipment identified on ADA Checklist including cones.
4		Head to your first assigned Polling Location by 5:00 a.m.
		If you have Green Supply Bags that were unable to be delivered to a Polling Location on Monday, make that your first stop!




# ROVER BINDER

## Tuesday Morning Location Checklist | First Round Tasks

### ROVER | TUESDAY MORNING LOCATION CHECKLIST

Your BOE Identification must be visible at all times on Election Day.





#### First Round Tasks

1		Arrive at your first assigned Polling Location by 5:00 a.m.
2		Confirm the door to the building is open.
		If the door to the building is NOT open, call your Zone Captain immediately for further instructions.
3		Verify the PEOs have access to the voting room.
4		<b><u>MANDATORY CALL: Tuesday Morning Arrival</u></b> Place your Tuesday Morning Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open.
5		Proceed to your next assigned Polling Location. Repeat steps 2-4.
		All Mandatory Tuesday Morning Arrival Calls must be placed to the Zone Station by 5:30 a.m.

- ✓ Do not proceed to your next location until you make your Mandatory call

# ROVER BINDER

## Tuesday Morning Location Checklist | Second Round Tasks

ROVER   TUESDAY MORNING LOCATION CHECKLIST		
Second Round Tasks		
1		Return to your first Polling Location.
2		Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM). <ul style="list-style-type: none"> <li>• Make sure you are wearing your BOE Identification and that it is visible at all times.</li> <li>• Do not touch any voting equipment without the knowledge and permission of the VLM.</li> </ul>
3		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Tuesday Morning Arrival Call to the BOE.
4		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
5		Confirm all voting equipment is set up and functioning properly.
		All DS200s and EPBs must be used for voting. At least one (1) DS200 and ALL EPBs must be ready for voters by 6:15 a.m.
6		 <b>MANDATORY CALL: Tuesday Morning Open and Ready</b> Call your Zone Station to report the location is ready for voters.
7		After all Tuesday Morning Mandatory Calls have been made and the Polling Location is ready for voters, post ADA parking signage following the instructions on your ADA Checklist. (See ADA Checklist)
8		Verify there's a clear pathway from ADA parking to the Check-in Table and AutoMARK Voting Unit. AutoMARK MUST face a wall for voter privacy.
9		Confirm the American Flags are posted, properly marking the 100 Feet No Campaigning/Neutral Zone.
		If Precinct Election Officials have not set up flags, campaigning signs and ADA parking signs, you must complete this task.
10		Proceed to your next assigned Polling Location. <b>Repeat steps 2 – 9.</b>

✓ Do not proceed to your next location until you make your Mandatory call

# ADA PARKING (IF NECESSARY)

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- ✓ Not all locations require additional ADA parking – if needed it will be listed on ADA checklist
- ✓ The ADA Parking signs with posts will be found on the transport carts
- ✓ Ask the VLM for the signs and set them up outside election morning
- ✓ Each Polling Location must have:
  - ❖ At least one van accessible sign
  - ❖ At least one Minimum Fine sign
- ✓ Tape, Clips and Twist Ties will be provided for signs to be posted on existing posts.

# ADA PARKING (CONT)

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- ✓ Updated signs can be found in the inside covers of the Polling Location Binder. Clips can be found in the Binder.

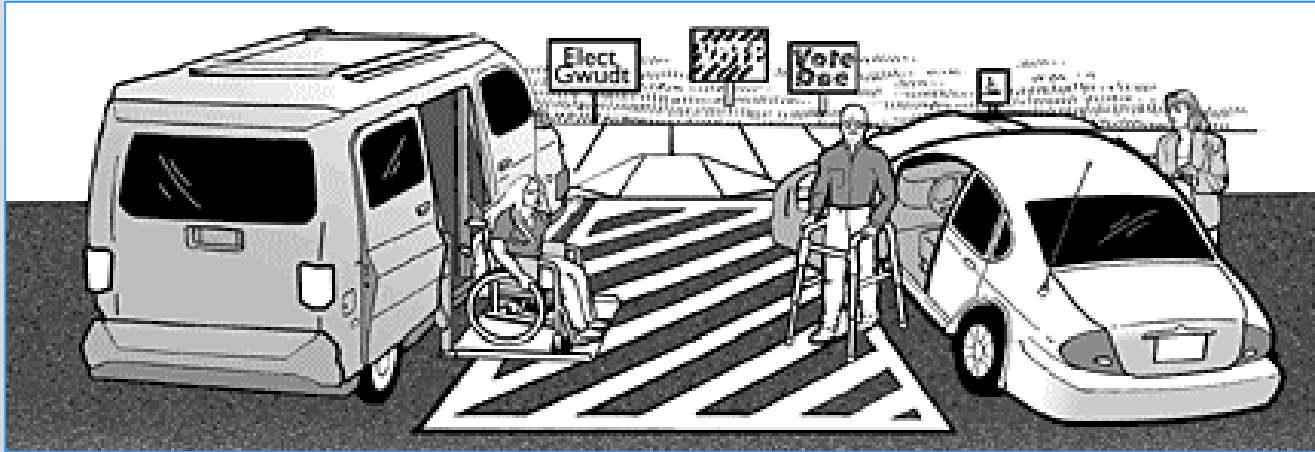
*Continued ...*





Example of an access aisle  
that is pre-marked

# SETTING UP ADDITIONAL ADA PARKING



- ✓ Set up additional ADA Parking for legal compliance (*as necessary*)
- ✓ Follow instructions on ADA checklist for set up
- ✓ Tape an ADA sign to an existing sign or put together a stand with a sign on top
- ✓ Must have an access aisle (two spaces can share access aisle)



Leave  
Space  
for  
access



Leave  
Space  
for  
access



# ADDITIONAL ADA REQUIREMENTS (IF NECESSARY)

---

- ✓ ADA Directional Signs
  - ❖ Found inside cover of Polling Location Binder
- ✓ No obstructions
- ✓ Closed Fist Rule



# ADDITIONAL ADA EQUIPMENT

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Ramp

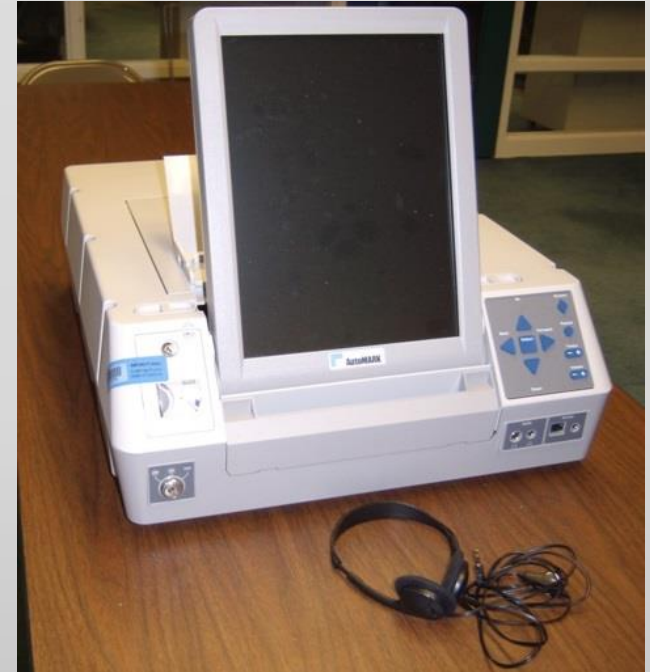


Threshold

Located at Zone Station or on Transport Cart

# ADA VOTING EQUIPMENT - AUTO MARK

- ✓ AutoMARK Display Screen
  - ❖ Screen MUST face a wall for voter privacy
- ✓ Table Height – 27”
  - ❖ Wooden blocks available at Zone Station
- ✓ Your main objectives are to ensure there is a clear path to the AutoMARK and it's set up in the position specified by Location Setup Diagram.



# TUESDAY MORNING BASICS

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- ✓ Arrive by 5:30 a.m.
- ✓ You will have a one-hour lunch break assigned by the VLM/VLD, along with additional breaks as time permits
- ✓ Park your vehicle in an area that leaves parking spaces close to the entrance for voters

# FLAGS AND SIGNS

---

- ✓ Place large American flag outside main entrance to Location;
- ✓ Place two (2) or more small American flags appx. 100 feet from entrance
- ✓ Place “No Campaigning” sign 100 feet from the entrance
- ✓ Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to the voting room

# LOCATION READY FOR VOTING

By **6:15 a.m.** all Check-In and Ballot Table(s) and at least one (1) DS200 in the location must be ready for voting, which means:

- ❖ EPBs & ballots are in the proper locations and ready for use
- ❖ At least one (1) DS200 is sealed and ready for use
- ❖ PPE has been distributed and social distance measures set
- ❖ The VLM makes Mandatory Call to the BOE to report location is Ready to Open by 6:30 a.m.
- ❖ At 6:30 a.m. the VLM declares “The Polls are open for voting!”

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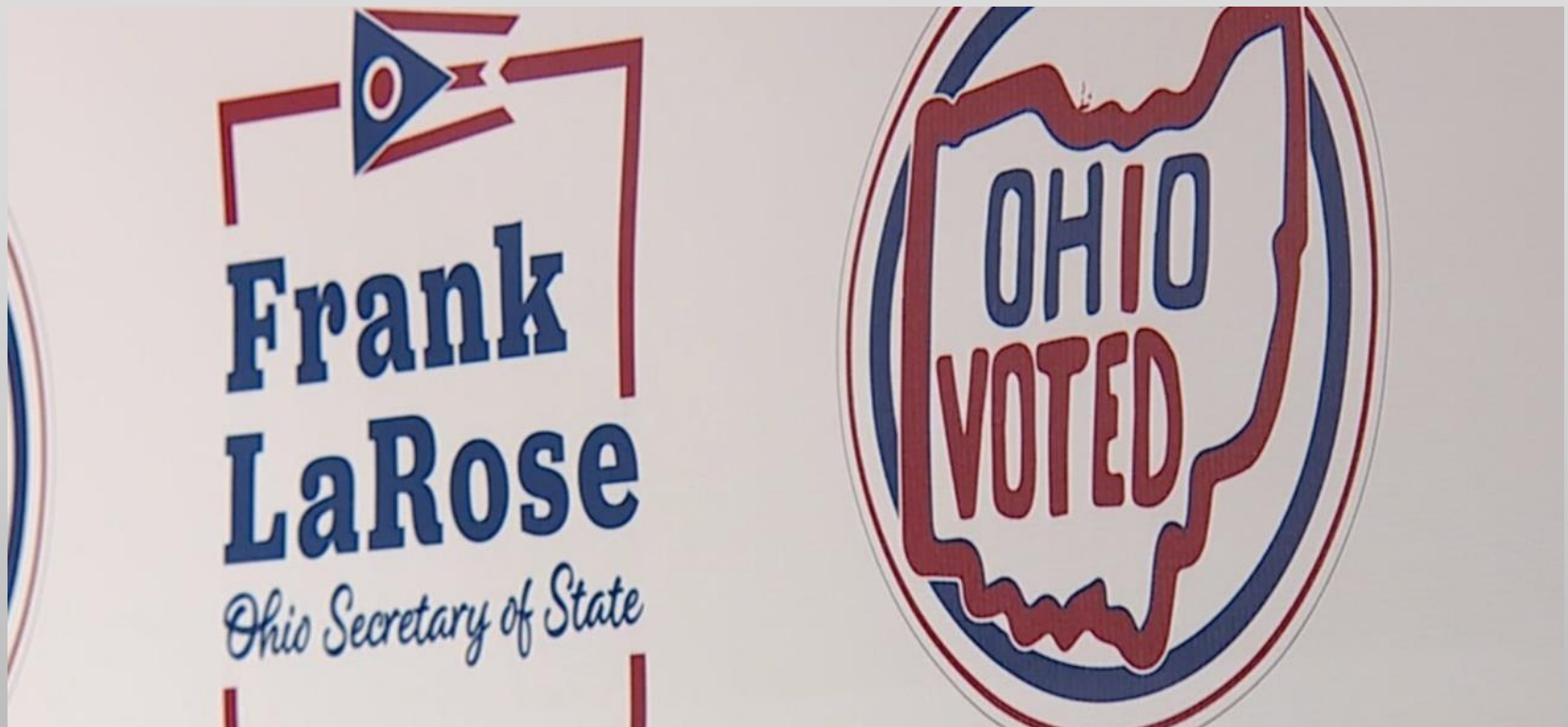
# QUESTIONS?



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# ELECTION DAY DUTIES

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# ELECTION DAY RESPONSIBILITIES

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- ✓ Continually check:
  - ❖ Campaigners are outside the 100' line;
  - ❖ ADA sign placements;
  - ❖ Flags and other outside signage; and
  - ❖ Low supplies and/or other requests from the VLM.
- ✓ Periodically check in with your Zone Captain to report problems or inform him/her of the status of your assigned location.

# CAMPAIGNERS

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- ✓ Not permitted within 100-foot “No Campaigning Area” marked by American flags
- ✓ Primary responsibility of Rovers to monitor
- ✓ Are permitted to hand out literature outside the 100-foot “No Campaigning Area”



**Note:** Check frequently to make sure no literature is left in Voting Booths

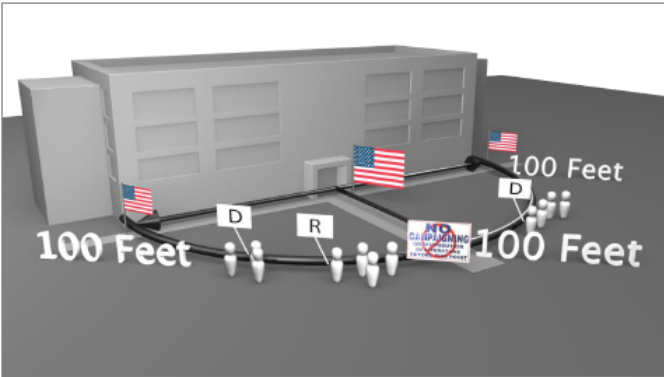
Election Manual Page 28

# ROVER BINDER

## No Campaigning/ Neutral Zone & Ohio Revised Code Language (Back Pocket)

### No CAMPAIGNING/NEUTRAL ZONE

Precinct Election Officials must place American flags 100 feet from the door used for voters entering the building to mark the 100 foot No Campaigning/Neutral Zone. All campaigners and campaign materials must be situated at least 100 feet from the Polling Location entrance. No one may loiter, congregate, or engage in any kind of election campaigning. Individuals permitted within the 100 feet include Election Officials, Observers, Police Officers, Exit Pollsters, and voters waiting to mark, marking, or casting their ballots.



#### PERMITTED:

- Campaigners are permitted to hand out literature outside of the 100 foot No Campaigning/Neutral Zone.
- Campaigners are permitted to speak to voters outside of the 100 foot No Campaigning/Neutral Zone.
- Voters can bring literature into the location as long as they keep it with them and do not display it to other voters.
- Exit pollsters are permitted to speak to voters inside the 100 feet No Campaigning/Neutral Zone, however they may NOT enter the polling location, interfere with or disrupt the election. They may not wear anything that can be considered campaigning for or against any candidate or issue on the ballot.

#### PROHIBITED:

- Attempting to hinder or delay any voter from reaching or leaving the polling location;
- Soliciting or attempting to influence any voter in casting his vote in any manner;
  - This includes any kind of incentives (e.g. money, food, favors, etc.)
- Placing literature on vehicles parked within the 100 feet No Campaigning/Neutral Zone;
- Giving or exhibiting any ballot, including one which the voter intends to cast, except to an official of the election; and
- Entering the room where voting is occurring during the election, except to vote or conduct the election.

Back Pocket

# ROVER BINDER

## No Campaigning/ Neutral Zone & Ohio Revised Code Language (Back Pocket)

### Ohio Revised Code: Rules for Campaigners and Media

#### **3501.35 No loitering or congregating near polling places.**

(A) During an election and the counting of the ballots, no person shall do any of the following:

(1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line;

(2) In any manner hinder or delay an elector in reaching or leaving the place fixed for casting the elector's ballot;

(3) Give, tender, or exhibit any ballot or ticket to any person other than the elector's own ballot to the precinct election officials within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line;

(4) Exhibit any ticket or ballot which the elector intends to cast;

(5) Solicit or in any manner attempt to influence any elector in casting the elector's vote.

(B)

(1) Except as otherwise provided in division (B)(2) of this section and division (C) of section 3503.23 of the Revised Code, no person who is not an election official, employee, observer, or police officer shall be allowed to enter the polling place during the election, except for the purpose of voting or assisting another person to vote as provided in section 3505.24 of the Revised Code.

(2) Notwithstanding any provision of this section to the contrary, a journalist shall be allowed reasonable access to a polling place during an election. As used in this division, "journalist" has the same meaning as in division (B)(2) of section 2923.129 of the Revised Code.

(C) No more electors shall be allowed to approach the voting shelves at any time than there are voting shelves provided.

(D) The precinct election officials and the police officer shall strictly enforce the observance of this section.

Amended by 130th General Assembly File No. 47, SB 109, §1, eff. 2/25/2014.

Amended by 130th General Assembly File No. 4, SB 10, §1, eff. 6/26/2013.

Amended by 129th General Assembly File No. 105, SB 295, §1, eff. 8/15/2012.

Amended by 129th General Assembly File No. 40, HB 194, §1 Made subject to referendum in the Nov. 6, 2012 election. The version of this section thus amended was repealed by 129th General Assembly File No. 105, SB 295, §1, eff. 8/15/2012.

Effective Date: 03-23-1981; 05-02-2006

# OTHERS AT THE POLLING LOCATION

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## Media

- ✓ Credentialed media may enter Polling Location
- ✓ Permitted to take pictures and record video, but CANNOT interfere with voting or infringe on voter's privacy

## Exit Polling

- ✓ People (often media) who survey voters as they exit
- ✓ Must take place outside of immediate voting area and must not interfere with voting process

## Election Manual Page 28

# VOTERS WITH DISABILITIES

- ✓ Treat with respect
- ✓ Do not challenge voters who are receiving assistance or have other ADA needs such as a service animal
- ✓ Voters with disabilities can receive assistance from:
  - ❖ Family member or friend (never an employer or union representative)
  - ❖ Two (2) PEOs of opposite political parties
  - ❖ Use AutoMARK
  - ❖ Use Curbside voting (QRG provided)





# VIDEO: CURBSIDE VOTING

## Curbside Voting:



the process followed when a voter who is physically unable to enter a Polling Location sends another person inside to inform the PEOs of his/her desire to vote.



# CURBSIDE VOTING

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- ✓ A QRG has been created with the detailed steps to follow.
- ✓ You must offer curbside voting to any voter who is physically unable to enter the polling location or **concerned** about entering the polling location.

Continued ...

# REPLACING EQUIPMENT - OVERVIEW

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- ✓ One Equipment Rover Team (1 Dem, 1 Rep) for each of the seven (7) Zone Stations. Primary responsibility is to replace equipment.
- ✓ Will receive instructions from the Zone Station.
- ✓ Use the Quick Reference Guide (QRG) provided.
- ✓ **Don't Deviate!**
- ✓ Sign and return all documentation.
- ✓ Work **WITH** the VLM but only deliver and help set up replacement equipment.
- ✓ Report to the BOE and the Zone Captain when the replacement is up and running.

# REPLACING AN EPB

## Follow “Replacement Procedures | Electronic Pollbook”

### ELECTION DAY REPLACEMENTS | EPBS

When troubleshooting Electronic Pollbook (EPB) Equipment is unsuccessful, a member of the BOE Election Response Team management staff will determine whether a replacement device must be deployed. The Board of Elections will notify the assigned Zone Station of the required equipment replacement and a device will be deployed to the Polling Location. Again, only a member of the BOE Election Response Team management staff can make the decision to replace a device.

### REPLACEMENT PROCEDURES | ELECTRONIC POLLBOOK

Backup units are not preassigned to a precinct/polling location. Prior to deploying a replacement backup EPB to a Polling Location, it must be configured to the correct Polling Location. The BOE Election Response Team will assign the device to the correct Usage Location and update the Spare status through Precinct Central.

#### Assigning a Polling Location

*Completed by the Zone Captain*

- ❑ Power on MiFi Hotspot by holding the power button until the screen illuminates.



- ❑ Open the EPB stand by gently pulling the lip under the “Lift Here” label away from the base of the metal case (like opening a book). Flip the base of the case around to place the screen in the open position. Once set up, the EPB should look like this.



- ❑ Power on the iPad by pressing the power button until the white apple appears on the screen.

# REMOVING A DS200 W/BALLOTS

## “DS200 | Removing Scanner from Service (WITH ballots cast)” QRG

### DS200 | Removing Scanner from Service (WITH ballots cast) Side 1

**Removal Team:** Rover and VLM (or other Official of the opposite party)

#### Step 1: Empty the Ballot Compartment

- ❑ Remove the plastic seal from the Ballot Compartment Door and place the seal in the Clear Plastic Envelope.
- ❑ Use the **Green Key** to unlock and open the Ballot Compartment Door.
- ❑ Remove ALL ballots from the Ballot Compartment and place them inside the Orange Ballot Bag.
- ❑ DO NOT SEPARATE OR COUNT THE BALLOTS.
- ❑ Close and lock the Ballot Compartment Door with the **Green Key**.



#### Step 2: Resealing the Ballot Compartment

- ❑ Remove one (1) plastic seal from the Clear Plastic Envelope and record the serial number in the Tuesday Morning Recordings section of the Replacement DS200 Security Record in the box labeled:  
7. Ballot Compartment Door
- ❑ Use the one (1) plastic seal to reseat the Ballot Compartment Door.



#### Step 3: Printing Results Reports

- ❑ Retrieve the Original DS200 Security Record from the Clear Plastic Envelope.
- ❑ Remove the Tamper Tape from the Memory Stick Cover and stick it to the back of the Original DS200 Security Record.
- ❑ Use the **Pink Key** to unlock and open the Memory Stick Cover.

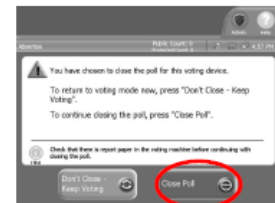


**Note:** Apply slight pressure to ensure the key has been inserted all the way before turning.



**If the DS200 will not turn on or is inoperable, skip to Step 6: Removing the Memory Stick.**

- ❑ Press and hold the CLOSE POLLS button for three (3) to five (5) seconds and then release.
- ❑ The DS200 Display Screen will read, “You have chosen to close the poll for this voting device.”
- ❑ Two (2) options will be displayed.
  - Don't Close – Keep Voting
  - Close Poll
- ❑ Press the Close Poll button on the touchscreen.
- ❑ The DS200 will automatically print the Ballot Status Accounting Report and two (2) copies of the Voting Results Report.



**Note:** Do not remove the Memory Stick at this time!

#### Step 4: Signing and Packing Results Reports

- ❑ Remove and separate the Ballot Status Accounting Report and place it in the Orange Ballot Bag.
- ❑ Remove and separate the two (2) copies of the Voting Results Report.
- ❑ Two Election Officials of opposite political parties must verify and sign both copies of the report.
- ❑ Place a copy of the Voting Results Report:
  - ❑ At a Check-In Table (to post at the exterior entrance to the Polling Location after the polls close at 7:30 p.m.); and
  - ❑ In the Orange Ballot Bag.

# REPLACING A DS200

## “DS200 | Scanner Replacement” QRG

**Replacement Team:** Rover and VLM (or other Official of the opposite party)

### Step 9: Replacing the DS200

- ☐ Break the side seals on the DS200 Ballot Box. Place these in the Clear Plastic Envelope.
- ☐ Use the **Green Key** to unlock the DS200 unit from the DS200 Ballot Box. There is one lock on each side of the DS200 Ballot Box directly below the side seals.
- ☐ The Rover will remove the DS200 unit from the DS200 Ballot Box using the side handles.
  - ☐ Assist the Rover if needed.
- ☐ The Rover will lift the Replacement DS200 unit onto the DS200 Ballot Box using the side handles.
  - ☐ Assist the Rover if needed.
- ☐ Use the **Green Key** to unlock and open the Power Cord Compartment on the back of the DS200.
- ☐ Plug the DS200 Power Cord into the surge protector.
- ☐ Look through the plastic window in the back of the DS200. Make sure there is an LED light indicating the DS200 is charging.
- ☐ Remove two (2) plastic seals from the Clear Plastic Envelope and replace the side seals that attached the Replacement DS200 to the DS200 Ballot Box.
- ☐ Use the **Green Key** to lock the DS200 unit to the DS200 Ballot Box. There is one lock on each side of the DS200 Ballot Box directly below the side seals.
- ☐ Record the seal numbers in the **Monday Night Recordings** section of the Replacement DS200 Security Record in the boxes labeled:

1. Ballot Box Left Side;
2. Ballot Box Right Side;
3. Ballot Box Lid Left Side;
4. Ballot Box Lid Right Side;
5. Emergency Ballot Compartment;
6. Ballot Compartment Door.



**Note:** Leave Box 7 blank.

- ☐ Record the seal numbers in the **Tuesday Morning Recordings** section of the Replacement DS200 Security Record in the box labeled:
  8. Ballot Compartment Door (will match Box 6).

### Step 10: Opening the DS200

- ☐ Use the **Green Key** to unlock the Ballot Box Lid of the Replacement DS200.

**Note:** If the key is difficult to turn, try pushing down on the lid while turning the key.

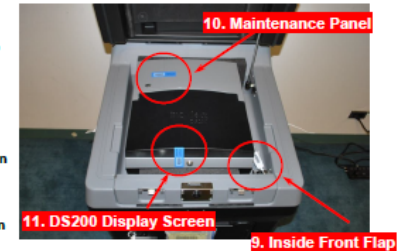
- ☐ Break the seals on the Ballot Box Lid (Left and Right) and place them in the Clear Plastic Envelope.
- ☐ Unlatch the two black clasps and open the lid.
- ☐ On the **Tuesday Morning Recordings** section of the Replacement DS200 Security Record, record (DO NOT REMOVE) the serial numbers from the Inside Front Flap seal and the Maintenance Panel tamper tape in the boxes labeled:

9. Inside Front Flap; and
10. Maintenance Panel Tamper Tape.

- ☐ Record the serial number from the DS200 Display Screen tamper tape in the box labeled:
  11. DS200 Display Screen.
- ☐ Remove the tamper tape from the DS200 Display Screen and stick it to the back of the Replacement DS200 Security Record.

- ☐ Use the **Pink Key** to unlock and open the DS200 Display Screen.

**Note:** If the key is difficult to turn, try pressing down on the screen gently while turning the key.



# REPLACING AN AutoMARK

## “DS200 | Scanner Replacement” QRG

### SETTING UP THE AutoMARK | MONDAY NIGHT ORGANIZATIONAL MEETING

1. Remove the **GREEN** Update Folder from the **GREEN** Supply Bag.

Retrieve the Location Security Record. Record the tamper tape serial numbers from the left and right sides of the AutoMARK Case in the Monday Night Recordings section.



2. Open the case. Remove the AutoMARK, power cord and headphones from the carrying case and place on the AutoMARK Table as shown on the Polling Location Setup Diagram. Position the AutoMARK facing the nearest wall for voter privacy.



Close and move the AutoMARK case out of the way for the remainder of the Election.

3. Record the tamper tape serial numbers from the Ink Cartridge Door and Memory Card Door in the designated boxes in the Location Security Record Monday Night Recordings section.



**DO NOT REMOVE TAMPER TAPE.**

4. Retrieve the surge protector from the Scanner Team (delivered in the Ballot Compartment of one DS200).



Plug one end of the power cord into the back of the AutoMARK. Plug the other end of the power cord into the surge protector or wall outlet.



NOTE: If the unit is receiving power, the "OFF" button on the front of the unit will illuminate red.

5. Move the lid latches towards the outer edge to open the lid.



Lift the lid flap and rotate it back until it rests on top of the lid, then lift the entire lid away from you into a vertical position. The Touchscreen Monitor will now be visible under the lid.

6. Pull the top of the Touchscreen Monitor towards you into a vertical position and close the lid behind the Touchscreen Monitor.

Place the headphones in front of the AutoMARK so they are ready for use by a voter when needed.



7. Pull the ballot feed tray up then out into position.



8. Remove the **YELLOW** Key from the Clear Plastic Envelope in the **GREEN** Supply Bag.



9. Insert the **YELLOW** Key into the front panel and turn one click clockwise to the "ON" position. The AutoMARK will begin the power-up process.



The AutoMARK may take up to 45 minutes to power up completely.

Once the screen reads "Please Insert Your Ballot" in English and Spanish, the AutoMARK is functioning properly.

**DO NOT UNPLUG OR TURN OFF THE AutoMARK**

The AutoMARK **must** remain plugged in and powered on until the polls close on Election Night.


# QUESTIONS?

# ROVER BINDER


## Tuesday Closing Location Checklist | 2 p.m. on Election Day

### ROVER | TUESDAY CLOSING LOCATION CHECKLIST

#### Closing Reminder Checklist and Packet | 2:00 PM

1		At 2:00 p.m. on Election Day, go to your first assigned Polling Location to review the Polling Location Closing Procedures with the VLM.
2		Remove the Closing Reminder Checklist and Packet from the front pocket of the Location Binder. Hand the packet to the VLM and instruct them to wear the badge the remainder of Election Day.
3		Review the entire Closing Reminder Checklist with the VLM and remind him/her that pink tags are affixed to all items that must be taken to the Drop-Off Location.
		This checklist is to remain with the VLM to be used when packing up the election supplies after the polls close.
5		Proceed to your next assigned Polling Location. <b>Repeat steps 2-3.</b>

#### Close of Polls | 7:30 PM

1		After the polls close at 7:30 p.m., take down all ADA items.
		You must return all cones and assigned ADA items back to the Zone Station after your election night duties are complete.
2		Proceed to your next assigned Polling Location and repeat this step.
3		Once all your Polling Locations are set for the evening and no longer require your assistance, report to your assigned Zone Station to sign the attendance log and be released for the evening.

#### Drop-Off Captains:

If you are a Drop-Off Captain, report to your Zone Station at 6:00 p.m. for Drop-Off Assistant attendance and training. Then report to your Drop-Off Location at 7:00 p.m. to prepare for PEOs to drop off Election Day supplies.

- ✓ Verify VLM is wearing lanyard when visiting location after 2 p.m. round



# CLOSING REMINDER CHECKLIST (PAGE 1)

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

The VLM and VLD (or PEO of the opposite political party) MUST ride in the same vehicle to transport ALL Election Supplies from the entire Polling Location to the assigned Drop-Off Location.

Make sure ALL Election Day supplies are packed according to the following inventory lists.

### Memory Stick Bag attached to the RED Ballot Box

There is only one Memory Stick Bag per location. It is attached to the **RED** Ballot Box and must remain attached for delivery to the Drop-Off Location.

- ☐ Memory Sticks from ALL DS200s must be included in this bag. (Do not place any reports in this bag.)



### ALL RED Ballot Box(es)

- ☐ Voted Ballots from ALL DS200 Ballot Compartments at your Polling Location.

### ALL GRAY Ballot Box(es)

- ☐ All Unused Ballots
- ☐ All Unused Provisional Envelopes
- ☐ All Unused Curbside Envelopes
- ☐ Stub A Envelopes
- ☐ Soiled/Voided Envelopes
- ☐ Electronic Pollbook Reports Envelopes
- ☐ Authority to Vote Slip Envelopes
- ☐ One signed Zero Report from each DS200 in the Polling Location
- ☐ One signed Voting Results Report from each DS200 in the Polling Location
- ☐ All Security Records – Make sure all seal numbers are recorded
- ☐ All Unused 17-Year-Old Envelopes (Primary Election Only)



Revised 07.09.21

# CLOSING REMINDER CHECKLIST (PAGE 2)

## CLOSING REMINDER CHECKLIST | LOOK FOR THE PINK TAG

### 1 Return Envelope (Do not pack inside any other supply bag.)

- ☐ Payroll Card(s)
- ☐ Voter Assistance Table Log
- ☐ Pink Memos (All Copies)
- ☐ VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- ☐ Completed Forms Envelope
  - ☐ All completed Voter Registration Forms
  - ☐ Observer Sign-In Sheet
  - ☐ Polling Location Set-Up Diagram w/changes
  - ☐ All other completed forms



Do not place inside RED or GRAY Ballot Box or BLUE Location Supply Bag

### 1 BLUE Location Supply Bag

- ☐ GREEN Supply Bag  
(Should be packed inside the BLUE Location Supply bag. If it does not fit, return it separately to the Drop-Off Location.)
- ☐ All other Election Day supplies from the Check-In Tables, Voter Assistance Table(s) and Polling Location must be returned in the BLUE Location Supply Bag.



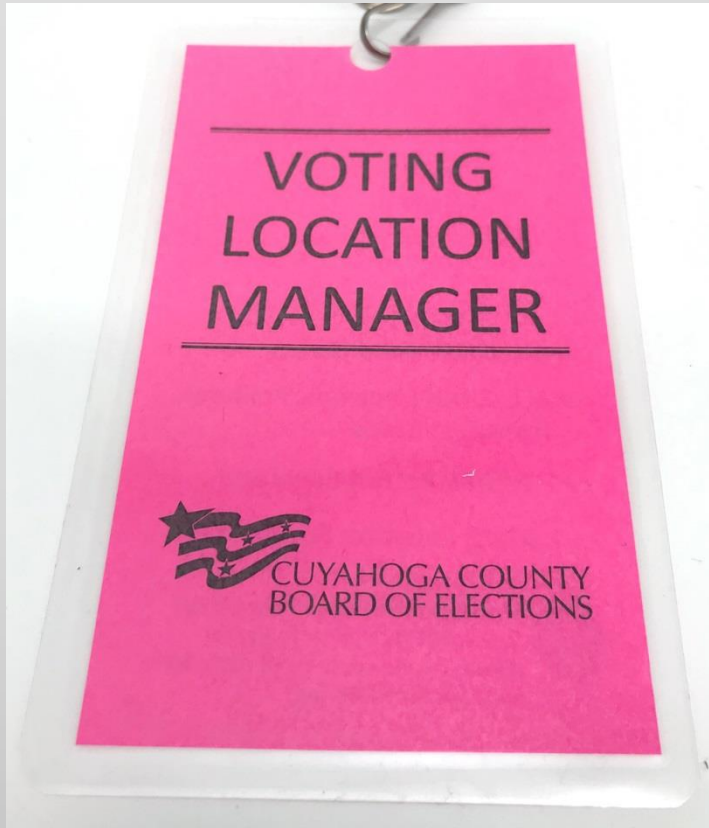
### ALL Electronic Pollbook Transport Cases

- ☐ Electronic Pollbooks w/ Charging Cords
- ☐ Printers w/ Charging Cords
- ☐ MiFi Hotspot w/ Charging Cord
- ☐ Styli

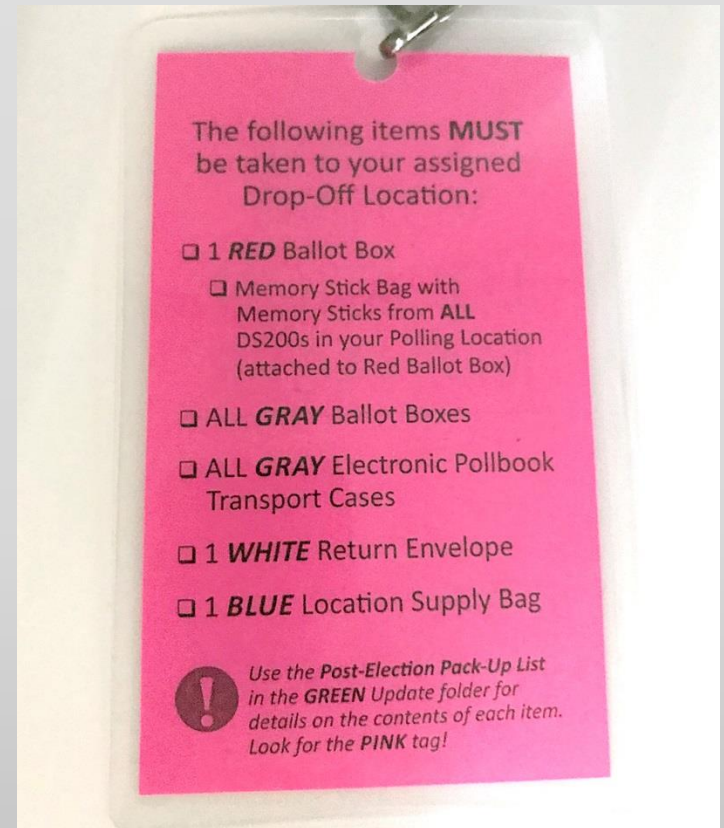


**DO NOT TURN OFF ON THE MiFi HOTSPOT OR THE EPBs. The units must remain on during transport to the Drop-Off Location.**

# VLM **PINK** LANYARD (DROP-OFF CHECKLIST)



**Front**



**Back**

Delivered with Closing Packet by Rover at **2 p.m.** on Election Day

# COLORED TAGS ON DROP-OFF SUPPLIES



**Pink** tags and label match color of the **Pink** VLM Lanyard



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# POST-ELECTION DUTIES

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# POST-ELECTION PREPARATIONS


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- ✓ Drop-Off Captains must report to the Zone Station at 6:00 p.m. for Drop-Off Assistant Training/Assignments
- ✓ All Drop-Off staff must arrive at their assigned Drop-Off Locations by 7:00 p.m.
- ✓ Some Rovers will be assigned to a Drop-Off Location after the Polling Location has closed.
- ✓ If a Rover does not have a Drop-Off Assignment, he/she should continue roving until all locations have closed.

# VIDEO: DROP-OFF LOCATION



# CHAIN OF CUSTODY FORM

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS														
Drop- Off Chain of Custody Form		Drop- Off # 99												
<b>WYLIE ATHLETIC CENTER AT MAPLE HTS HIGH</b>														
You MUST account for <b>all items</b> below by checking each line or box. Call ERT at (216) 325-4000 to report missing items immediately! <b>Do not leave missing signatures.</b>														
Time: <span style="background-color: yellow;">                    </span>	<div style="border: 2px solid red; padding: 2px;">Drop-Off Captain/Drop-Off Assistant</div>													
RED Ballot Box(es): 2		MPHT-03-B												
GRAY Ballot Box(es): 10		<table><tbody><tr><td>MPHT-04-A</td><td>MPHT-06-B</td></tr><tr><td>MPHT-04-B</td><td>MPHT-07-A</td></tr><tr><td>MPHT-04-C</td><td>MPHT-07-B</td></tr><tr><td>MPHT-05-A</td><td>MPHT-07-C</td></tr><tr><td>MPHT-05-B</td><td></td></tr><tr><td>MPHT-06-A</td><td></td></tr></tbody></table>	MPHT-04-A	MPHT-06-B	MPHT-04-B	MPHT-07-A	MPHT-04-C	MPHT-07-B	MPHT-05-A	MPHT-07-C	MPHT-05-B		MPHT-06-A	
MPHT-04-A	MPHT-06-B													
MPHT-04-B	MPHT-07-A													
MPHT-04-C	MPHT-07-B													
MPHT-05-A	MPHT-07-C													
MPHT-05-B														
MPHT-06-A														
Clear Memory Stick Bag containing 4 memory sticks		<input type="checkbox"/>												
BLUE Location Supply Bag: 2		<input type="checkbox"/>												
Electronic Pollbook Case(s): 3		<input type="checkbox"/>												
White Plastic Return Envelope: 1		<input type="checkbox"/>												
Election Official - Democrat		Election Official - Republican												
Van Driver		Van Ride-Along												
Warehouse BOE Employee - Democrat		Warehouse BOE Employee - Republican												
August 4, 2020 SPECIAL ELECTION		WYLIE ATHLETIC CENTER AT MAPLE HTS HIGH												



# REMINDERS FOR DROP-OFF PERSONNEL

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- ✓ Diagrams showing where Drop-Off Captain will meet the van will be handed out at Zone Station 6 p.m. Mandatory meeting.
- ✓ Drop-Off personnel **MUST**
  - ❖ Verify all Election Supplies have been returned to the Drop-Off Location or Election Officials **MUST** return to the Location to retrieve them.
  - ❖ Drop off **MUST** call the ERT to reopen a Polling Location after telling PEOs to return to Polling Location to retrieve missing items. The phone number is on the instruction sheet.

Continued ...

# REMINDERS FOR DROP-OFF PERSONNEL

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- ✓ PEOs, Drivers, Election Transport Officials (Ride-Alongs) and Drop-Off Captains/Assistants **MUST** sign all Chain of Custody Forms if all equipment is accounted for.
- ✓ **Drop-Off Personnel:** When checking in supplies, be sure to mark the arrival time and check off each individual item on the Chain of Custody form as it's received

# END OF THE NIGHT TASKS

Return to the Zone Station after the Polling Locations close and/or after leaving the Drop-Off Location

- ✓ Turn in Location Binder including:
  - ❖ All Checklists
  - ❖ All Rover Logs
  - ❖ Information Sheets and Diagrams
  - ❖ Do not remove any sheets from the Binder, it should return intact
- ✓ Return all ADA equipment (and signs including polling location change signs if applicable), cones and Zone Station supplies.
- ✓ Return BOE issued cell phone
- ✓ Rovers should anticipate working late Tuesday evening. Dismissal will come from BOE management.

# QUESTIONS?

# FINAL ITEMS & PROFESSIONALISM



# FINAL WEEK PREPARATION

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- ❖ The BOE will send email(s) during the week leading up to Election Day with further details about the election, additional training resources, Zoom sessions, and more.
- ❖ Zoom sessions are scheduled the week prior to election during the day and evenings.

# PROFESSIONALISM

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## Attire

### NO...

- ✗ Clothing with inappropriate messages or graphics
  - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Hats
- ✗ Flip Flops
- ✗ Low cut or strapless shirts
- ✗ Athletic attire
- ✗ Unwashed clothing

## Language/Behavior

### NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, gender, disabilities, or political affiliation
- ✗ Harassment or discrimination
- ✗ Mistreatment of the facilities

# SAFETY OF LOCATION

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- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation



# SAFETY OF LOCATION (CONT)

## HOW TO RESPOND

### WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

#### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

## HOW TO RESPOND

### WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

## INFORMATION

### YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## COPING

### WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

*Contact your building management or human resources department for more information and training on active shooter response in your workplace.*

## PROFILE

### OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

## CHARACTERISTICS

### OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



**CALL 911 WHEN IT IS SAFE TO DO SO**

# PROBLEMS QUESTIONS

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**If you have any problems or issues, call the Election Response Team at 216-443-3277 to report and/or for guidance, then contact your Zone Captain and inform him/her of the situation.**

**If you have any questions, contact your Zone Captain. He\she may be able to provide answers to your questions or refer you to the BOE Election Response Team.**

# REFER A FRIEND

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- ✓ Apply at Board of Election website
- ✓ [www.443vote.us](http://www.443vote.us)
- ✓ Call 216-443-3277
- ✓ We offer Continuing Education Credits(CEU's)
  - ❖ Continuing Legal Education
  - ❖ Social Work

# BOE WEBSITE: 443VOTE.US



## Election Day Workers

### Apply Today

Ever wonder what it would be like to help conduct an election? People are needed on Election Day to help staff the polls, transport ballots and materials, and maintain political balance. Be a part of history, support democracy, and have fun by becoming an Election Day Worker. Starting pay is \$220.

Your community needs you!

[Apply to be an Election Day Worker](#)

[View all Election Day Positions](#)

### Requirements

- You must be a registered voter in Cuyahoga County.
- You must never have been convicted of a felony.
- You cannot be a candidate for an office or a position and serve as an election official in any precinct where your name appears on the ballot.

[Check your voter registration status](#)

### Returning Workers

### Training Materials

[Access Training Materials](#)



### Questions?

If you have any questions, please contact us.

**Phone**  
216-443-3277

**Online**  
[electionofficials@cuyahogacounty.gov](mailto:electionofficials@cuyahogacounty.gov)